

Approved For Release 2009/07/16 : CIA-RDP85-00424R000100210003-4

TRANSMITTAL SLIP		DATE
TO: Protocol Branch		
ROOM NO.	BUILDING	HQS
7E31		
REMARKS:		
FROM:		
ROOM NO.	BUILDING	EXTENSION
1 FEB 66	REPLACES FORM 36-8 WHICH MAY BE USED.	(47)

FORM NO. 241
1 FEB 66

REPLACES FORM 36-8
WHICH MAY BE USED.

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15 OCT 1984

MEMORANDUM FOR: Director of Data Processing

VIA: Deputy Director for Administration

STAT FROM:

Executive Secretary, Honor and Merit Awards Board

STAT SUBJECT: Certificate of Distinction

1. The Deputy Director for Administration has approved award of the Certificate of Distinction to [redacted] in recognition of his exceptional achievements for the Agency. Please inform him of the award, of the security provisions governing it as set forth in the attached memorandum from the Security Advisor, Honor and Merit Awards Board, and advise him that the Protocol Branch, Office of Personnel, will contact him to arrange presentation of the award.

2. We are committed to present awards as soon as possible after their approval. When you have contacted the awardee, please ask a member of your staff to mail the attached "Return Copy" of this memorandum to the Protocol Branch, indicating the date of your notification and a telephone number on which the awardee can be reached.

STAT

Attachments

Awardee notified of award on _____ (date)

by _____ (name, office, extension)

Awardee can be reached on _____ (telephone)

Comments: